

## SEATTLE FIRE DEPARTMENT

### Information Bulletin #2001-1



## Emergency Operations Plan

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An Emergency Operations Plan (EOP) is a printed document that serves as an important information resource for both building staff and Seattle Firefighters. **All high rise buildings certified for occupancy are required to have an EOP reviewed and approved by the Seattle Fire Department.**

### EOP Objectives

1. To set forth the functions and activities of high rise building staff during an emergency.
2. To make sure that these activities coordinate with those of responding Fire Fighters and are not counterproductive during the fire control phase.
3. To serve as an information resource to the Seattle Fire Department during an emergency.
4. To maintain documentation regarding all required tests of the building's fire and life safety systems.

staff, the procedures for occupant evacuation and building floor plans.

### Seattle Fire Code

Section 19309.1 of the 1997 Seattle Fire Code states "Owners of high-rise buildings shall prepare an emergency operations plan in accordance with Section 403 of the Building Code. In addition to the requirements of Section 403 of the Building Code, the emergency operations plan shall specify the duties during a fire emergency of the building management and staff, the building fire safety directors and floor wardens as identified in Section 19309.2"

### EOP Requirements

An EOP must present required information in a consistent and recognizable format to be useful to building staff and to Seattle Firefighters, particularly during a fire emergency.

Building staff can refer to the procedures and information contained in the EOP to prepare staff training exercises, schedule fire drills, complete required confidence testing of the buildings fire and life safety systems and as a guideline to follow during a fire emergency.

Seattle Firefighters also use the EOP as a training tool to familiarize themselves with the functions of building staff during a fire situation. During a fire emergency the Fire Department Incident Commander may also use the EOP as a guide to the activities of building

When existing buildings came into compliance with Article 193's earlier version in the 1980's, EOPs were required to be submitted to the Fire Department for review and approval. As new high rise buildings come on-line, their EOPs are reviewed and approved by the Seattle Fire Marshal as part of the occupancy approval process. Any changes to the plan which occur through building renovations require the EOP to be resubmitted to the Seattle Fire Marshal's Office for renewed approval.

Seattle Fire Department approval of your high rise EOP (in the form of a signed letter from the Fire Marshal) is necessary to avoid violation of the Seattle Fire Code.

Note: One copy of the approved Emergency Operations Plan should be located at or near the Fire Alarm Control Center of your building. One copy of the plan should be submitted to the Fire Department, for use by the Fire Fighters. All copies of the plan should be kept current and reviewed regularly as specified in the plan.

## Approved EOP Outline

All EOPs must be stored in a divided notebook with the appropriate section headings and following the format listed below.

### Section 1. Responsibilities

- A. Provide the contact information for building staff assigned responsibilities during a fire emergency.
  - (1) Fire Safety Director
  - (2) Alternate Fire Safety Director
  - (3) Additional Staff
- B. Outline the scope and frequency of methods that will be used to keep the EOP current.
- C. Provide a plan and the procedures used to establish an ongoing emergency training program for all building fire safety personnel.
  - (1) Describe topics to be covered and the frequency of the training
  - (2) Maintain complete training and testing records, including all staff and tenant participation in fire drills.

### Section 2. Fire Reporting

- A. Automatic fire reporting systems.
  - (1) List the types of systems and devices that will activate the fire alarm system. Indicate all emergency control panel locations.
  - (2) Include the location of the primary control panel.

- (3) Outline the actions of the Emergency Control Center attendant to the activation of each automatic system.
  - B. When the Emergency Control Center attendant or other assigned staff member notifies the Fire Department of an emergency by telephone (9-1-1), the following information should be transmitted.
    - (1) Nature of the emergency
    - (2) Correct building address, include the nearest cross streets
    - (3) Any specific information known, i.e. floor number of problemThe assigned staff member should also be prepared to stay on the phone until instructed to hang up.
  - C. Include the procedure to be followed when reporting a false alarm to the Fire Department dispatch center.

### Section 3. Evacuation

- A. Maintain a roster of those persons assigned the duties of floor wardens, include their floor or zone assignments.
- B. Provide an outline of floor warden responsibilities during an emergency.
- C. Describe the people, methods, procedures, etc. to be utilized when evacuating people that are not able to leave the affected area without assistance. Include those people who are unable to use exit stairs.
- D. Include a copy of a *Tenant Orientation Handout*, which instructs tenants on their actions in the event of a fire emergency. Describe how and when this information will be given to all building tenants.

#### **Section 4. Fire Control Procedures**

- A. Include outlines of all procedures to be followed during a fire emergency. Describe who, what, when, where, and how assigned tasks will be carried out. Specifically include:
  - (1) Fire Safety Director
  - (2) Duties of other staff (Alternate Fire Safety Director, Engineering and Management personnel, etc.) necessary during a fire emergency.

#### **Section 5. Post Fire Operations**

- A. Describe procedures for returning the building to operating condition once the fire emergency is over.
- B. List the contact information for all contracted individuals or companies responsible for returning the building to normal operations following a fire emergency.

#### **Section 6. Confidence Testing**

- A. List the systems and equipment subject to confidence testing requirements. Include the required frequency of testing and any pertinent information, such as testing company, records, etc.

#### **Section 7. High Value List**

- A. Provide a list of areas that contain high value, water damage susceptible materials and rooms containing combustible or hazardous materials.

#### **Section 8. Shut-Off Valve List**

- A. List the locations of all utility shut off valves including water, power, gas, and sprinkler system main and sectional valves.
  - (1) Describe any unusual operating techniques.
  - (2) List all locked out floors and the location (accessible to the

Seattle Fire Department) of the master keys for them.

#### **Section 9. Floor Plans**

- A. Provide a copy of each unique floor plan showing the type of occupancy in each tenant area.
  - (1) Floor plans should indicate areas of open office space, retail space, labs, closed office configurations, etc.
  - (2) For similar floors, you need only supply one floor plan marked and street names.

### **Review and Approval**

Upon submission to the Seattle Fire Marshal's Office, EOPs are reviewed in accordance to standards set forth by the Fire Marshal. These standards ensure that the necessary information is included in the EOP and that the document follows prescribed format requirements. The review process will identify items for revision and information to be added prior to final approval. A letter with the Fire Marshal's signature will document final approval of an Emergency Operations Plan.

### **EOP Questions**

If you have questions regarding EOP development or review, please call the Seattle Fire Marshal's Office at 386-1337.